OM 025-2002 (5330) TRANSITIONAL DRUG ABUSE TREATMENT BUDGETING

Operations Memorandum

NUMBER: 025-2002 (5330)
DATE: 6/5/2002
SUBJECT: Community Transitional Drug Abuse Treatment, Budget Projections and Monitoring

EXPIRATION DATE: 6/5/2003

1. **PURPOSE AND SCOPE.** To establish guidelines for the Transitional Drug Abuse Treatment (TDAT) budget development and monitoring processes.

2. **DIRECTIVES REFERENCED**

   PS 7430.02   Community Transitional Drug Abuse Treatment (4/19/99)
   PS 7300.09   Community Corrections Manual (1/12/98)

3. **BUDGET DEVELOPMENT OVERVIEW.** The following Bureau of Prisons (Bureau) components are responsible for the TDAT budget development process.

   a. **Budget Development Branch.** The Budget Development Branch compiles budget figures from all Bureau components along with detailed narrative descriptions of and justifications for Bureau programs and initiatives. These form the basis for the spring planning submission document, which is forwarded to the Department of Justice (DOJ) to be included as a line item in the President's Budget. The Office of Management and Budget (OMB) prepares the budget and submits it to Congress.

   b. **Transitional Drug Abuse Treatment.** Regional Transitional Drug Abuse Treatment Coordinators (T-DATC) prepare sound, realistic projections to ensure funds are provided to accomplish program goals and objectives. The T-DATCs analyze all data from their regions and send their projections to the Community Correction Branch (CCB), specifically, the National T-DATC. After reviewing the regional submissions, the CCB provides the data to the Central Office Psychology Services Branch.

   c. **Budget Execution Branch.** When an appropriations bill is passed by Congress and signed by the President, the allotment procedure begins. The Central Office Budget Execution Branch distributes funding for the region's fiscal year allocation.

4. **BUDGET MANAGEMENT**

   a. **Budget Planning.** No later than June 1, each Regional T-DATC shall send budget projections and justifications for the upcoming fiscal year to the National T-DATC.

   The TDAT budget projection process builds upon projections the Community Corrections Managers (CCM) make. Therefore, the TDAT budget projection process is to begin immediately after the Regional Community Corrections spring call data has been submitted. T-DATCs shall use the TDAT Budget Projection form (Attachment A), which is to be completed by following these steps:

      (1) Obtain regional CCM Average Daily Population (ADP) for the past 12 months and the projected ADP for the upcoming fiscal year from the Community Corrections Regional Administrator's (CCRA) Administrative Officer.

> LAST 12 MONTHS : 1324 (Actual)
> FY2000:   1492 (Projected)

      (2) Determine TDAT ADP for the last 12 months. Use the TDAT Population Table from the Central Office showing the TDAT population by region. Add the last 12 months' population for the region, and divide by 12 to arrive at the TDAT ADP.

> Last 12 months' population = 3,500
>
> 3500 divided by 12 = 292 (TDAT ADP)

      (3) Determine what percentage of the CCM ADP is in TDAT by dividing the TDAT ADP by the CCM ADP.

> TDAT ADP divided by CCM ADP = % of CCC population in treatment
>
> 292 divided by 1324 = 22%

(4) Determine the projected TDAT ADP for the upcoming
     fiscal year. The example assumes that the percentage
     of inmates enrolled in TDAT will remain constant.

> CCM Projected ADP x % inmates in treatment = Projected TDAT ADP
>
> 1492 x 22% = 328 (Projected TDAT ADP)

     Variables which would affect the percentage of inmates
     in treatment should be considered and documented in the
     justification section. These variables may include:

        C Office of Research Reports
        C Congressional Mandates
        C Historical Data
        C New Residential Drug Abuse Treatment Programs
           (RDAP)
        C Central Office Initiatives or Policy changes
        C RDAP Graduation Dates
        C Other Variables Identified by the T-DATC.

(5) Obtain the total actual expenditures for the past 12
     months, excluding travel and supplies. Divide this
     figure by 365 to get an average dollar amount spent per
     day. Divide the average dollar amount spent per day by
     the TDAT ADP.

> $357,698 divided by 365 = $980 (Amount spent per day)
>
> $980 divided by 292 = $2.99 (Amount spent per day, per inmate)

According to Central Office data, there has historically been a 10% yearly increase in the TDAT average cost per day. Beginning with this 10% figure, determine if the average cost per day will increase by more or less than 10%. Document and provide a written justification for all the variables considered, which may include:

P   Contract/Price Changes
P   Other Variables Identified by the T-DATC such as fluctuations in the need for initial assessments or recognition that some providers make greater use of individual versus group counseling.

The example assumes a 12% increase in the average cost per day.

$2.99 x 12% = 0.36

$2.99 + .36 = $3.35 (Projected average cost per day)

(6)   Multiply the projected TDAT ADP by the projected average cost per day. Multiply this total by 365 to arrive at the final projected contract cost.

328 x $3.35 x 365 = $401,062 (Projected contracting cost)

(7)   Estimate travel requirements and miscellaneous supplies, and add to projected contracting cost for the total projected cost.

Projected Travel Costs:	$ 18,500
Projected Supplies & Misc:	$ 5,000
Projected Contract Costs:	$401,062
Total Projected Cost:	$424,562

    (8)   Send the completed Attachment A and all working papers to the CCRA for review and approval. After approval, the CCRA is to submit the request, including Attachment A, to the National T-DATC.

   b. **Tracking Contract Expenditures.** Regional T-DATCs are to use the spreadsheet developed by the Central Office CCB Program Development Section to record, monitor, and track expenditures by contract. The blank spreadsheet may be obtained by contacting the Program Development Section at (202)307-3171. The instructions for the spreadsheet are found in the Transitional Drug Abuse Treatment Spreadsheet Instructions (Attachment B). At the end of each month, a copy of the spreadsheet shall be sent to the National T-DATC.

   Regional T-DATCs are responsible for tracking all TDAT expenditures. CCRAs must be kept apprized of the status of TDAT funds. In the event of a significant surplus or deficit in TDAT funds, CCRAs must determine the appropriate action to take.

                    /s/
                    Michael B. Cooksey
                    Assistant Director
                    Correctional Programs
                    Division

TDAT BUDGET PROJECTIONS

TDAT OFFICE:	Date Prepared:

FOR FISCAL YEAR _____

	TYPE OF SERVICE	Estimated TDAT ADP For Year	Projected Ave Cost Per Day	Projected Cost
A.	Projected Contracting Cost			
B.	Projected Travel Cost			
C.	Projected Supplies/Misc			

D.	TOTAL PROJECTED COST	$

JUSTIFICATION:

_____

_____

_____

_____

_____

_____

TRANSITIONAL DRUG ABUSE TREATMENT
SPREADSHEET INSTRUCTIONS

Column A –   Enter Contract Names. The contract names will automatically appear in the cumulative section of the spreadsheet.

Column B –   Enter the Contract Numbers. This information will also automatically appear in the cumulative section.

Column C –   Blank column – used as a marker between facility information and monthly data.

Column D –   Assessment cost per unit (2011). This is only entered once unless the cost changes. During the month of the cost change, enter the new cost.

Column E –   Individual Counseling Cost per unit (2010). This is only entered once unless the cost changes. During the month of the cost change, enter the new cost.

Column F –   Group Counseling Cost per unit (2020). This is only entered once unless the cost changes. During the month of the cost change, enter the new cost.

Column G –   Family Counseling Cost per Unit (2030). This is only entered once unless the cost changes. During the month of the cost change, enter the new cost.

Column H–   Urine Analysis Cost per Unit (1010). This is only entered once unless the cost changes. During the month of the cost change, enter the new cost (Optional if not authorized by your region).

Column I –   Blank column – used as a marker between standard monthly costs for services and actual costs for monthly services.

***   After entering this information for all your contracts, you can "permanently" hide columns D thru I so they will not be in the way. To do this, put your cursor in cell D-10. Perform the following keystrokes:

```
/ (Brings up the Menu)
W (Worksheet)
C (Column)
H (Hide)
. - use right arrow over to Column I
Enter
```

To display these columns again:

```
/ (Brings up the Menu)
W (Worksheet)
C (Column)
D (Display)
. - use right arrow over to column I
Enter
```

Column J-   Enter Y Reg Doc numbers(optional).

Column K-   Blank Column. Do not enter data here.

Column L-   Enter number of assessments from 1034.

Column —   The spreadsheet will automatically calculate the total cost of assessments for the month.

Column N -   Enter the number of individual counseling sessions from the 1034.

Column O -   The spreadsheet will automatically calculate the total cost of individual counseling sessions for the month.

Column P -   Enter the number of group counseling sessions from the 1034.

Column Q -   The spreadsheet will automatically calculate the total cost of group counseling sessions for the month.

Column R -   Enter the number of family (couples) counseling units from the 1034.

Column S -   The spreadsheet will automatically calculate the total cost of family counseling sessions for the month.

Column T -   Enter the number of urine analysis from 1034.

Column U -   The spreadsheet will automatically calculate the total cost of urine analysis for the month.

Column V -   Enter the total amount of any transportation fees
                 (mileage, bus tokens, etc.) From the 1034.

Column W -   Monthly Obligation: this will vary from region to
                 region. If your region requires you to obligate
                 funds monthly, enter that obligation in this
                 column. The spreadsheet will automatically carry
                 this number forward into each succeeding month, so
                 if the obligation is not the same, you will have
                 to change it monthly. If your region takes your
                 total obligation and divides by 12, enter that
                 number in the month of October, and it will carry
                 through for each succeeding month.

Column X -   The spreadsheet will automatically calculate the
                 total actual expenditure for the month. This
                 should match the total amount of the bill from the
                 contractor.

Column Y -   Blank column used as a marker between months.

Column Z -   Beginning of data for month of November.

At the end of the spreadsheet (columns FX thru GJ) is a Year-to-
Date Summary. You do not have to enter data in any of these
fields. The spreadsheet has formulas built in which will add
each month progressively, to give you a year-to-date summary.

Column GL-   Amount Not To Exceed: In this column, enter the
                 contract amount not to exceed. This is especially
                 important for purchase orders, but can be used on
                 all Bureau contracts.

Column GM-   Expenditures To Date: This column will
                 automatically calculate what you have spent to
                 date for each contract.

Column GN-   This column will automatically calculate the
                 balance remaining in your contract: amount not to
                 exceed minus(-) expenditures to date.

Column GP-   Annual Allocation: This column can be of use in
                 distributing your total allocation among your
                 contracts. As the year progresses, this column
                 will also aid you if you need to re-distribute
                 funds.

Columns GR-GU-   Automatic Quarterly Comparisons. You do not have
                 to enter any data here, but it will give you a
                 snapshot comparison.

The number of rows on your spreadsheet can be lengthened or shortened to accommodate the number of contracts you have. At the bottom of the spreadsheet are several items that will require your attention:

Row 1– <u>Drug Expenditures Only:</u> This row will contain totals for each column. For example, it will tell you the total number of assessments for all your contracts, and the total cost of those assessments. It will tell you the same thing for all the other categories, and will finally tell you the total amount of your actual expenditures for the month.

Row 2– <u>Travel & Misc. Expenses:</u> Enter these expenses in the Actual Expenditure Column, and the spreadsheet will add these amounts to your actual contract expenditures.

Row 3– <u>Total Drug/Travel/Misc Exp:</u> This row will show your total actual expenditure for the month.

Also at the bottom of the spreadsheet is a place to enter your total allocation for the fiscal year. Underneath that, the spreadsheet will automatically enter your expenditure for the current month, and calculate the remaining balance of your total allocation.

TDAT PT (TDAT Population "T") In this field, you will enter your average daily population (taken from the report generated by the Central Office). The spreadsheet will automatically calculate the average daily cost per inmate. This will be automatically updated each month after you enter the new ADP.

To print the month of October:

Click on the printer icon. You will get a window that asks you to set the print range. Place your cursor in that window. Press the insert key. Type in "J1..X__". The numbers following the X will be the total number of lines on your spreadsheet. On the blank shell, there are 79 lines, so you would type: J1..X79. At this point, you can change your paper to landscape, and click ok.

You can print any section of the report in this manner. You do not need to identify the columns entitled "Facility Name" and "Contract Number". These have been built into the border, and should print automatically on your spreadsheet.